

Department of the Army  
Pamphlet 601-6

Personnel Procurement

# **Warrant Officer Procurement Program**

Headquarters  
Department of the Army  
Washington, DC  
14 June 2006

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

DA PAM 601-6  
Warrant Officer Procurement Program

This new Department of the Army pamphlet, dated 14 June 2006--

- o Establishes warrant officer application procedures (throughout).
- o Establishes warrant officer appointment procedures (throughout).

Personnel Procurement


Warrant Officer Procurement Program

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By Order of the Secretary of the Army:

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**History.** This publication is a new Department of the Army pamphlet.

**Summary.** This pamphlet establishes procedures for application for appointment as a warrant officer in the Active Army, the Army National Guard of the

United States, and the U.S. Army Reserve. The policy for appointment of warrant officers is contained in AR 135-100.

**Applicability.** This pamphlet applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve unless otherwise stated. The procedures in this pamphlet are not affected by mobilization.

**Proponent and exception authority.** The proponent of this pamphlet is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be

endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) directly to HQDA, Deputy Chief of Staff, G-1 (DAPE-MPO), 300 Army Pentagon, Washington, DC 20310-0300.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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## **Chapter 1**

### **General**

#### **1-1. Purpose**

This pamphlet solicits applications from personnel who are eligible to apply for appointment as warrant officers (WOs) in the U.S. Army with or without concurrent order to active duty. It outlines the Army Warrant Officer Procurement Program and specifies eligibility criteria for appointment in the Army with or without concurrent order to active duty. It also provides instructions on the processing of applications. Additional policies governing the procurement of Army National Guard of the United States (ARNGUS) WOs are described in NGR 600-101. Commanders, WOs, and supervisors are urged to give this pamphlet the widest possible circulation so that all eligible individuals will be made aware of the WO procurement program and how to apply for WO appointment.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this pamphlet are explained in the glossary.

#### **1-4. General**

Warrant officers are appointed to meet Army requirements for officers that are highly specialized in specific technical and administrative career fields. General guidelines for applicant procurement and evaluation are discussed in chapter 2, for concurrent call to active duty on the active duty list (ADL), and chapter 3, for non-concurrent call to active duty requirements and Active Guard Reserve (AGR) requirements. A listing of current WO military occupational specialty (MOS) and the prerequisites can be seen at <http://www.usarec.army.mil/hq/warrant>.

a. All applicants must meet the WO eligibility criteria in AR 135-100, chapter 1, and the processing criteria in chapter 2, unless a waiver of specific criteria is processed as prescribed in AR 135-100, paragraphs 1-6, 1-7, and 1-8.

b. All ARNGUS applicants must meet the eligibility requirements specified in NGR 601-100. A request from an ARNGUS applicant is not an application for appointment as a WO. The request is only to determine the applicant's eligibility to enter the applicable WO MOS Warrant Officer Basic Course (WOBC) upon successful completion of Warrant Officer Candidate School (WOCS). An ARNGUS applicant will appear before an Army National Guard Federal Recognition Board for a determination of eligibility for Federal recognition as a WO. The approved WO MOS proponent's predetermination is required by the ARNGUS Federal Recognition Board to document technical competency to enter the Warrant Officer Education System (WOES) for a specific WO MOS. Only those documents relating to the applicant's possession of the MOS prerequisites of this pamphlet, other information supporting technical competence in the WO MOS applied for, and documents required by the appropriate NGR will be made a part of the packet.

c. Applicants who do not meet the specific enlisted MOS requirements stated as prerequisites for a given WO MOS may submit applications with a request for an exception to policy. The request must identify and document a reasonable basis for the exception to policy, such as functional training that did not lead to award of an MOS, extensive collateral on-the-job training, applicable civil schooling, vocational or technical training, and so forth. It must be clear from the request for exception to policy and the supporting documentation, that the applicant constructively meets the prerequisites.

d. Waiver of education or training requirements will be processed on a case-by-case basis and will be granted only for exceptionally outstanding applicants.

e. The requirements for a minimum general technical aptitude area (GTAA) score of 110, a high school diploma or general education development (GED), and possession of a secret security clearance are not waivable.

f. All applicants must meet the weight standards specified in AR 600-9 and must pass a semiannual Army Physical Fitness Test (APFT). The date of the APFT must be within the last 6 months at the time of receipt at Headquarters (HQ), U.S. Army Recruiting Command (USAREC) or RTD. The following statement must be submitted by the applicant's immediate commander by placing the statement in block 41 of DA Form 61 (Application for Appointment) and then signing block 41: "I certify that (applicant's name) successfully passed the Army Physical Fitness Test consisting of pushups, sit-ups, and the 2-mile run with a score of ( ) on (date), the verified height was ( ) and verified weight was ( )."

g. Physical requirements are as follows:

(1) All applicants for flight training must submit an approved Class 1 flight physical with their application. Flight physicals must be approved by the Aeromedical Branch, U.S. Army Aviation Center and School at Fort Rucker. The flight physicals are valid 18 months from the date the physical was initiated by the individual. The physical must not be more than 6 months old at the time of receipt at HQ USAREC or RTD.

(2) All other applicants must submit a qualified for appointment physical according to AR 40-501, chapter 2. The

appointment physicals are valid for 24 months from the date the physical was initiated by the individual. The physical must not be more than 6 months old at the time of receipt at HQ, USAREC or RTD.

*h.* All applicants must complete the “Statement of Understanding for Appointment as a Warrant Officer,” prescribed by AR 135–100, paragraph 2–1c(1) and AR 135–100, figure 2–3.1.

*i.* Applications for Army Medical Department (AMEDD) WO specialties must be coordinated with the Office of The Surgeon General (OTSG).

*j.* Applications for legal administrator must be coordinated with The Office of The Judge Advocate General (OTJAG).

*k.* All applicants who are currently in an enlisted status may be subject to recoupment for the unearned portion of any enlistment bonus upon appointment as a WO.

### **1–5. Accreditation of training**

In most cases, the MOS prerequisites necessary for appointment specify completion of particular training. Accreditation for required training may be satisfied in any of these ways—

*a. Resident instruction.* Completion of a required course as a resident student should be documented in the application, either by appropriate entries in personnel qualification records enclosed or by attaching a copy of the applicant’s diploma, certificate of graduation, or other acceptable evidence that the required training has been satisfactorily completed.

*b. Nonresident instruction.* In cases where the required training is available through extension courses, correspondence courses, or distance learning, nonresident course completion will satisfy the requirements. If personnel qualification records fail to reflect accreditation for the course in question, an appropriate certificate of completion must be included with the application.

*c. Constructive credit.* Applicants who have not completed a required course by 1 of the methods described above may apply to the appropriate school commandant for constructive accreditation. Course descriptions and school addresses are given in DA Pam 351–4. In some cases, the individual may be required to take an end-of-course examination to demonstrate equivalent knowledge, while in other cases an evaluation of prior training and experience may suffice. In any case, evidence of constructive credit must be enclosed with the application. Such evidence may take the form of an endorsement of the individual’s request for constructive credit, a certificate from the school, or a statement signed by an appropriate school official. In addition, applicants who receive constructive credit should request entry of such accreditation in both their field files and official military personnel records.

*d. Pending credit.* Individuals who are currently enrolled in a required course of instruction may apply, if otherwise eligible, providing the following conditions are met:

(1) The scheduled course completion date must be within the current fiscal year.

(2) The application must include a statement from a school official confirming that the applicant is currently enrolled in the course concerned, is a student in good standing, and is expected to complete the course on a given date.

### **1–6. Equivalent information and prohibition on supplementation of criteria**

It should be noted that the principal source of WO applicants historically has been Army enlisted Soldiers. Therefore, the prerequisites are focused on Army enlisted service and formulated in terms of enlisted experience. All Army National Guard, Army Reserve, and non-Army applicants should include equivalent information in their applications in sufficient detail to permit constructive evaluation of each factor listed. To ensure prerequisites are applied uniformly to all applicants, local commanders are not authorized to add additional criteria to those cited in this pamphlet.

## **Chapter 2**

### **Applicants for Concurrent Call to Active Duty and Placed on the Active Duty List**

#### **2–1. General**

*a. Procurement requirements.* Department of the Army projects procurement requirements for WOs to be placed on the ADL for each WO MOS and assigns HQ, USAREC, responsibility for procurement annually. The Surgeon General is responsible for projecting ADL procurement requirements for all AMEDD WO specialties 640A and 670A. The Judge Advocate General (JAG) is responsible for projecting active duty procurement requirements and managing the procurement program for the legal administrator WO specialty 270A. All eligible personnel who desire to compete for an appointment are invited to apply.

*b. Applicant evaluation.* All applicants are evaluated by the Headquarters, Department of the Army (HQDA) sanctioned WO selection board, convened at HQ, USAREC. A formal selection board, convened by TSG, evaluates applicants for the AMEDD specialties. Those selected will be scheduled for the WOCS and the appropriate WOBC.

*c. Procurement sources.* The following personnel may apply for WO appointment whenever procurement is open in the WO MOS for which they are occupationally eligible:

- (1) Army enlisted personnel (Regular Army, National Guard, and Army Reserve).
- (2) Enlisted personnel of the other Uniformed Services.
- (3) Warrant officers of the National Guard and Army Reserve may apply for entry on extended active duty.
- (4) Commissioned officers of the Regular Army provided that applicant is qualified in a WO MOS and the application is accompanied by an agreement to resign their commission upon acceptance of appointment as a WO.
- (5) Occupationally qualified civilian personnel, including Federal employees.
- (6) Officers of other Uniformed Services.
- (7) Former officers and WOs.

*d. Procurement programs.* Three procurement programs will be operated to acquire the WOs needed to fill vacancies on the WO ADL.

(1) *Direct appointment from commissioned officer status.* This program applies to Regular Army, National Guard, and Army Reserve commissioned officers who wish to resign their commissions and become WOs. These individuals must be certified for the award of a WO MOS prior to appointment. All initial appointments are to warrant officer one (WO1).

(2) *Warrant Officer Candidate Selection System.* Applicants are accepted for occupational training to equip them with the skills, knowledge, and aptitudes required of a WO by attending WOCS and a WO MOS specific WOBC. This system has 3 elements—

(a) The HQDA, USAREC WO selection board; HQDA Surgeon General WO selection board; and HQDA JAG WO selection board element.

(b) The WOCS element, which consists of 6 weeks of leadership and ethics training— a prerequisite to the proponent WOBC. Upon successful completion of WOCS, candidates are appointed as WOs.

(c) The WOBC training element, is predicated by the specific requirements of each WO MOS.

(3) *Voluntary order to active duty.* National Guard and Army Reserve WOs not on extended active duty may apply for a voluntary order to active duty to fill ADL vacancies. An HQDA board that considers all other applications for the MOS concerned will evaluate these applications.

*e. Status following entry on active duty.* Upon successful completion of WOCS, all approved applicants to be placed on the ADL are appointed initially in the Army Reserve and concurrently ordered to extended active duty. Warrant officers are not appointed directly into the Regular Army by virtue of their order to active duty. The following additional factors apply to both initial appointees and WOs being ordered voluntarily to active duty:

(1) Persons who apply for appointment as a WO with concurrent active duty must complete the following statement. “I (Name), hereby volunteer to remain on active duty for a period of 6 years in warrant officer status subsequent to my appointment and/or order to active duty. I understand my retention on active duty during this period is subject to the normal release provisions of AR 600–8–24. I further understand that I may not be retired voluntarily before completion of this service obligation.”

(2) All WOs entering extended active duty are placed under an obligated volunteer (OBV) service agreement, which specifies that a period of 6 years must be served on active duty prior to voluntary release. The 6–year OBV period for new appointees commences upon graduation from WOBC and award of a WO MOS.

(3) The OBV termination date is an expiration of service agreement. On that date, the Soldier will be released from active duty as a WO unless in a career status (voluntary indefinite) (see AR 135–215).

(4) While prior overseas service is considered when initial assignments are made, the fact that an individual is on or has completed a foreign service tour recently provide no automatic exclusion against immediate overseas assignment or curtailment of a current overseas tour. All new appointees and officers ordered voluntarily to active duty from the National Guard and Army Reserve should understand they are eligible for immediate overseas assignment regardless of previous assignments.

## **2–2. Procurement schedule**

Headquarters, USAREC (RCRO–SM–A), will accept and process all applications for the Warrant Officer Procurement Program (less JAG, AMEDD). Applications will be accepted all year. The closing of WO MOSs for procurement will be announced by worldwide message through personnel channels. The message will specify whether procurement is closed for Regular Army, Reserve Component, or both. The closing of procurement for a specific WO MOS terminates authority to accept applications for the MOS concerned. Applications initiated thereafter will not be accepted or processed. Date of initiation will be determined by the date of the applicant’s signature on the following documents, and this date should correspond to the date the application is submitted to the first commander in the applicant’s chain of command or other appropriate authority.

*a.* DA Form 61 for applicants seeking appointment.

*b.* DA Form 160–R (Application for Active Duty) for requesting voluntary order to active duty.

*c.* DA Form 4989–R (Warrant Officer Flight Training Application) for aviation WO candidate course applicants.

## 2-3. Eligibility

- a. Applicants should refer to AR 135-100 for specific eligibility requirements. General requirements are as follows:
- (1) Be a high school graduate or pass the GED test.
  - (2) Have an interim secret security clearance to apply and a completed secret security clearance to attend WOCS.
  - (3) Achieve a GTAA score of 110 or higher.
  - (4) Be a U.S. citizen or have entered the United States lawfully for permanent residence. Applicable provisions of the Immigration and Naturalization Act as amended apply. An applicant is exempt if he or she is currently serving, or has served previously, in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (non-declarant alien) may submit applications for initial appointments. However, it will be with the provision that, if accepted, application for permanent residence will be made.
  - (5) Be in compliance with the Army Height and Weight Standard as stated in AR 600-9.
  - (6) Must be able to take and pass the APFT. The APFT score must be no more than 6 months old at the time of receipt of the application by HQ, USAREC. Alternate APFT events are not acceptable and are not waiveable.
- b. Applicants must meet the prerequisites for the WO MOS for which they are applying. The respective proponent will consider waivers on a case-by-case basis.
- c. The Army goal is to appoint WOs with 8 or less years of Service. Applicants with concurrent order to active duty should not have exceeded 12 years of active duty as of the date the DA Form 61 is signed by the applicant. Waivers will only be considered for critically short WO MOSs and then only on a case-by-case basis as approved by HQDA.

## 2-4. Application preparation

Individuals who desire to submit an application should be aware that selections are made on a competitive basis within procurement limitations among all applicants for the WO MOS concerned. Headquarters, Department of the Army selects based on the needs of the Army. Therefore, it is in the Soldier's best interest to ensure that the application is prepared carefully so HQDA selection authorities are provided the required documents to show a thorough record of the applicant's training, experience, education, and qualifications. To this end, the references cited below should be consulted for the purposes indicated.

a. *Preliminary procedures.* Potential applicants are advised to take the following actions prior to assembling an application:

- (1) Check with the administrative support section that supports the Soldier to confirm that the WO MOS in which appointment will be requested is open for procurement. If the WO MOS is not open, an application for appointment will not be submitted.
- (2) Review the prerequisites for the particular WO MOS. Failure to meet these criteria is cause for rejecting an application. These prerequisites can be viewed at <http://www.usarec.army.mil/hq/warrant>.
- (3) Review the WO MOS specifications in DA Pam 611-21 to verify aptitudes, qualifications, and possession of the requisite skills and knowledge. These are general criteria that represent the occupational demands imposed upon the WOs in that WO MOS, not just new appointees. However, the closer an applicant comes to meeting each of the stated criteria, the greater the chance of receiving a favorable recommendation.
- (4) While reviewing the references cited in (2) and (3), above, extract pertinent material for use in highlighting personal qualifications in a résumé to be included with the application. The résumé should briefly describe any training, experience, or qualifications that bear upon the WO MOS concerned and any of its stated prerequisites. The résumé negates the need for a chronological listing of civilian experience as required by AR 135-100, paragraph 2-1q.
- (5) Finally, review DA Pam 600-3 to assure understanding of commitment to the career pattern outlined for the WO MOS concerned. Neither the scope of duty, the rigors of preappointment training, or the additional responsibilities that accompany conversion to officer status should come as a surprise to potential appointees.
- (6) Some personnel may be qualified for more than 1 WO MOS. For each MOS requested, follow steps (1) through (5), above. The applicant will be evaluated independently by the HQDA selection board for consideration of each MOS. Applicants may apply for no more than 3 WO MOS at a time.

b. *Application procedures.* The type of application required depends upon the applicant's current status and the procurement program involved. The following is a summary of the application procedure for each:

(1) *Direct appointment from commissioned status.* Applications for direct appointment are governed by AR 135-100. Army commissioned officers may submit memorandum applications. Because HQDA already has, in the commissioned officers records, all documents needed to create a WO file, a complete application from these Soldiers is not required. However the applicant must be reviewed by the appropriate WO MOS proponent for certification of the award of the MOS as technically and tactically qualified prior to appointment.

(2) *Warrant Officer Candidate School and Warrant Officer Basic Course.* Applications for all WO MOSs, with concurrent order to active duty upon completion of the appropriate WOES courses, will be submitted in the format shown in appendix B. For the aviation specialty (MOS 153A), AR 611-85 and DA Pam 600-8, paragraph 4-8 (procedure 4-6), govern applications for WO flight training. The following are special instructions regarding the aviation WO training program:



(a) Applicants who are not currently in the military Services must apply through U.S. Army recruiting channels for enlistment in the WO flight training program under the provisions of AR 601–210. Interested personnel are encouraged to see the nearest Army recruiter for information and assistance.

(b) Enlisted Soldiers who are on active duty in a military Service must prepare an application as prescribed in this pamphlet and AR 611–85. Interested enlisted Soldiers should see their commander and personnel service center for information and assistance.

(3) Applications for active duty are governed by AR 135–210. Warrant officers of the National Guard and Army Reserve who wish to be considered for ADL vacancies will submit the basic application (DA Form 160–R) and supporting documents as prescribed in the governing regulations and appendix B of this pamphlet.

## **2–5. Application processing**

The processing steps described below are required to be complete and administratively correct. Care should be exercised in both preparation and review to ensure that applications adhere to all regulatory requirements. To avoid delay, use the checklists at appendix C. Delay in processing applications has an adverse effect on the procurement under the provisions of AR 135–100 and, as applicable, for those submitted under AR 611–85 and AR 135–210—

*a. Applicant responsibility.* The applicant has primary responsibility for correctly completing the application, including all supporting documents. Administrative support may be obtained through normal command and personnel service center channels, but all such support must rely upon input from the applicant.

*b. Unit and intermediate commanders.* Within 15 duty days of receipt, ensure required letters of recommendation are completed and application is provided to the supporting administrative section for review.

*c. Administrative support section.* The application should be screened to ensure the applicant has no flagging action pending. The applicant's record should be screened to ensure no bars to reenlist (HQDA imposed bar through Qualitative Management Program (QMP) or locally imposed bars) are in effect. Applicants are ineligible to compete for WO selection until the bar to reenlistment has been removed. The application must be endorsed prior to forwarding to HQ, USAREC stating the individual is not under suspension of favorable personnel action or bar to reenlist. The application should be forwarded to HQ, USAREC for processing within 5 working days.

*d. Installation or major Army commander.*

(1) Local boards will not be held.

(2) Applications for MOS 640A will be submitted through command channels to major Army commanders, who will forward them with recommendations directly to Commander, U.S. Army Recruiting Command (RCHS–SVD), 1307 Third Avenue, Fort Knox, KY 40121–2726. Applicants will be informed of their selection status by official military correspondence. The HQDA (USAHPSA (SGPS–PD)) will coordinate with United States Army Human Resources Command (HRC), or appropriate appointing authority, and sister Service personnel activities to facilitate the appointment process for individuals who are selected.

(3) The major Army commanders will forward with recommendations applications for appointment in MOS 670A directly to Commander, U.S. Army Recruiting Command (RCHS–MS), 1307 Third Avenue, Fort Knox, KY 40121–2726. A Surgeon General 670A selection board will convene to select all candidates.

(4) Applications for MOS 270A with concurrent order to active duty will be forwarded by the installation commander directly to The Judge Advocate General (DAJA–PTW), 2200 Army Pentagon, Washington, DC 20310–2200.

*e. Applications for military intelligence.* Personnel applying for appointment in WO MOSs 350B, 350D, 350L, 351B, 351C, 352C, 352G, 352H, 352J, 352K, and 353A require a current special background investigation (SBI) and must be eligible for access to sensitive compartmentalized information (SCI) prior to acceptance into the WOCS. A favorable SBI or single scope background investigation (SSBI) is required. Applicants requiring an investigation update must submit a memorandum from the local security officer stating that the required documents have been submitted. Security clearance documents are submitted through normal channels and not as part of the WO application.

*f. Waivers.* Moral waivers are required for all offenses regardless of time frame or disposition if the applicant was arrested, charged, cited, detained, held, or prosecuted, to include traffic violations if the applicant was charged a fine of \$250 or more. For applicants requiring waivers per AR 135–100, paragraphs 1–6, 1–7, and 1–8, applications must include applicable waiver request when forwarded to the HQ, USAREC WO Recruiting Branch. The Recruiting Branch is responsible for forwarding the waiver for approval or disapproval. Waivers must be approved prior to application appearing before the HQDA selection board. Proponents will make recommendations on approval or disapproval of each waiver prior to recruiting teams submitting the waiver to the DA waiver authority.

## **2–6. Selection proceedings**

The HQ, USAREC will convene selection boards to evaluate applicants for Officer Personnel Management Directorate managed WO MOSs. At the conclusion of board proceedings, applicants will be placed in 1 of the following categories:

*a. Selected, qualified (S–Q).* When a candidate is selected for appointment and placement on the ADL, the applicant will be programmed for WOCS and WOBC. The WOCS and WOBC reservation and the application will be forwarded to the Accession, Reserve Appointments and Management Division, HRC. The selection board results will be released

by a worldwide military personnel message and HRC will publish assignment instructions to the appropriate commander for individual notification. In addition, HRC will notify the proponent agency of the new training input. Selectees will not be scheduled for WOCS until verification of valid secret security clearance is received at Commander (CDR), HRC (AHRC-OPP-PW), 200 Stovall Street, Alexandria, VA 22332. Selectee should report to WOCS with a copy of appointment physical and verification of security clearance.

*b. Fully qualified, not selected (FQ-NS).* In this case, an applicant was determined fully qualified by the selection board; however, the applicant's order of merit ranking by total score did not rank high enough to obtain a training seat. In these cases, the application will be included without prejudice with all new applications for the same WO MOS and re-boarded. If the applicant fails to be selected a second time, then the applicant will be considered not selected, not competitive.

*c. Not selected, not competitive (NS-NC).* If the applicant is not recommended for entry into the WO program, the application and allied papers will be destroyed 90 days after the board. The applicant may request return of the application. Per AR 135-100, paragraph 2-5, applicants may not reapply earlier than 1 year from the date of the DA Form 61.

## **2-7. Warrant Officer Candidate Program**

*a. Prior to school attendance.* An applicant who is selected as a candidate will retain the WOCS and WOBC training seat unless removal is recommended by the applicant's commander for misconduct, loss of qualification or other disciplinary action, or the individual requests voluntary removal or separates from the Service. Request for removal from candidate training will be submitted through command channels to CDR, HRC (AHRC-OPP-P), 200 Stovall Street, Alexandria, VA 22332-0400.

*b. After beginning Warrant Officer Candidate School.* Candidates who are eliminated from WOCS for academic, misconduct, loss of qualifications, or other disciplinary reasons must wait 1 year from date of elimination before being eligible to reapply. Applications must be submitted to HQ, USAREC for processing. Candidates who are eliminated from WOCS for medical, compassionate, or hardship reasons may apply for reinstatement after the problem has been resolved, if the application is received within 2 years of the WOCS elimination. After 2 years, the individual must reapply using the normal application procedures. Applications for reinstatement will be submitted through command channels to CDR, HRC (AHRC-OPP-P), 200 Stovall Street, Alexandria, VA 22332-0400.

## **2-8. Failure to complete certification training**

Warrant officers failing to complete the appropriate branch WOBC because of academic, misconduct, loss of qualifications, or other disciplinary reasons may be processed immediately for discharge under AR 600-8-24, chapter 2.

# **Chapter 3**

## **Applicants without Concurrent Call to Active Duty (National Guard, Army Reserve Troop Program Unit) and Concurrent Call to Active Duty not on the Active Duty List (Active Guard and Reserve)**

### **3-1. General**

*a. Procurement requirements.* Headquarters, Department of the Army, Deputy Chief of Staff (DCS), G-1 projects procurement requirements for Army Reserve WOs for each WO MOS and coordinates with The Office of the Chief, Army Reserve (OCAR), Retention and Transition Division (RTD) to assign responsibility for such procurements annually.

*b. Applicant evaluation.* Army Reserve applicants are evaluated by an HQDA sanctioned WO selection board, convened at HQ, USAREC. National Guard applicants will be evaluated for appointment by a Federal Recognition Board as directed by NGR 600-101. Applicants for the AMEDD specialties will be evaluated by a formal selection board, convened by TSG. Those selected will be scheduled for the WOCS and the appropriate WOBC. While the selection of an applicant for an National Guard WO appointment is under the authority of each State, applicants must meet the WO MOS proponent prerequisites.

*c. Procurement sources.* The following personnel may apply for WO appointment under this chapter whenever procurement is open in the WO MOS for which they are occupationally eligible:

- (1) Army enlisted personnel (Regular Army, National Guard, and Army Reserve).
- (2) Enlisted personnel of the other Uniformed Services (Active and Reserve).
- (3) Commissioned officers of the Regular Army, provided that the applicant is qualified in a WO MOS and the application is accompanied by an agreement to resign their commission upon acceptance of appointment as a WO.
- (4) Commissioned officers of the National Guard and the Army Reserve, provided that the applicant is qualified in a WO MOS and the application is accompanied by a statement of understanding that their commissioned status will be vacated upon their acceptance of appointment as a WO.

- (5) Occupationally qualified civilian personnel, including Federal employees.
- (6) Officers of other Uniformed Services.
- (7) Former officers and WOs.

*d. Procurement programs.*

(1) *Direct appointment from commissioned officer status.* This program applies to Regular Army, National Guard, and Army Reserve commissioned officers who wish to resign their commissions and become WOs. All initial appointments are to WO1. These individual must be certified for the award of a WO MOS prior to appointment.

(2) *Warrant Officer Candidate Selection System.* Applicants are accepted for occupational training to equip them with the skills, knowledge, and attitudes required of a WO by attending WOCS and a WO MOS specific WOBC. This system has 4 elements— HQDA USAREC WO selection board; HQDA Surgeon General WO selection board (for AMEDD WO specialties); HQDA JAG WO selection board (for legal administrator WOs); and Federal Recognition Boards held per NGR 600–101 for National Guard applicants.

(a) The Army WOCS consists of either 4 (Reserve Component not AGR) or 6 weeks of leadership and ethics training and is a prerequisite to the proponent WOBC. The length of WOBC training is predicated by the specific requirements of each WO MOS. Upon successful completion of WOCS, candidates are appointed as WO1s by the State of assignment for National Guard Soldiers and by Commander, Ft Rucker, AL for active duty and Army Reserve Soldiers.

(b) The Reserve Component WOCS can be accomplished in 3 ways. First, a National Guard or Army Reserve candidate may request attendance at the 6 week mark. All aviation candidates must attend the 6 week course. Second, the candidate may elect a 4 week WOCS–RC. Finally, the candidate may attend 2 two–week WOCS–RC modules. The length of WOBC training is predicated on the specific requirements of each WO MOS; however, a Reserve Component configured WOBC does not exist for some WO MOS. In all cases, the Army Reserve candidate must coordinate WOCS and WOBC attendance through the WOES Manager at HRC and National Guard candidates must apply for WOCS and WOBC through their respective State Adjutants General. Upon successful completion of WOCS, candidates may be appointed as WO1s by the State of assignment for ARNGUS Soldiers and by Commander, Ft Rucker for Army Reserve Soldiers.

*e. Status.* Status following appointment as a WO in the AGR, a troop program unit (TPU), individual mobilization augmentee (IMA), or Individual Ready Reserve (IRR). Upon acceptance of appointment, the candidates will be discharged from their enlisted status and assigned to a WO position as an AGR, in a TPU, IMA position, or the IRR.

### **3–2. Procurement schedule**

*a.* Chief, National Guard Bureau (NGB–ARH), 1411 Jefferson Davis Highway, Arlington, VA 22202–3231, will accept and process National Guard applications (except rated aviator) from the State Adjutants General. The State Adjutants General will forward applications for rated aviation training to the Chief, National Guard Bureau, Army National Guard Readiness Center (NGB–AVS–O), 111 South George Mason Drive, Arlington, VA 22204–1382.

*b.* The OCAR, RTD will accept and process all applications for the Army Reserve procurement program. Applications for TPU requirements are accepted all year. Applications for AGR requirements are accepted only as announced in the DA level message. If required, the closing of WO MOSs will be announced by message through personnel channels. The closing of procurement for a specific WO MOS terminates authority to accept applications for the MOS concerned. Application initiated thereafter will not be accepted or processed. Date of initiation will be determined by the date of the applicant’s signature of the following documents, and this date should correspond to the date the application is submitted to the first commander in the applicant’s chain of command or other appropriate authority.

- (1) Use DA Form 61 for applicants seeking initial appointment.
- (2) Use DA Form 4989–R for aviation WO candidate course applicants.

### **3–3. Eligibility**

*a.* Applicants should refer to AR 135–100 for specific eligibility requirements. General requirements are as follows:

- (1) Be a high school graduate or pass the GED test.
- (2) Have an interim secret security clearance to apply, and a completed secret security clearance to attend WOCS.
- (3) Achieve a GTAA score of 110 or higher.

(4) Be a U.S. citizen or have entered the United States lawfully for permanent residence. Applicable provisions of the Immigration and Naturalization Act as amended apply. An applicant is exempt if he or she is currently serving, or has served previously, in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (non–declarant alien) may submit applications for initial appointments. However, it will be with the provision that, if accepted, application for permanent residence will be made.

(5) Be in compliance with the Army Height and Weight Standard as stated in AR 600–9.

(6) Must be able to take and pass the standard 3–event APFT consisting of pushups, sit–ups, and a 2–mile run. The APFT score must be no more than 6 months old at the time of receipt of the application by RTD.

b. Applicants must meet the prerequisites for the WO MOS for which they are applying. The respective proponent will consider waivers on a case-by-case basis.

c. The Army goal is to appoint WOs with 8 or less years of service in either the Regular Army or a Reserve Component. The AGR WO applicants with concurrent order to active duty in AGR status should not have exceeded 12 years of active service as of the date the DA Form 61 is signed by the applicant. Waivers will only be considered for critically short WO MOSs and then only on a case-by-case basis as approved by HQDA.

### **3-4. Application preparation**

Individuals who desire to submit an application should be aware that selections are made on a competitive basis within procurement limitations among all applicants for the WO MOS concerned. The HQDA selects based on the needs of the Army. Therefore, it is in the Soldier's best interest to ensure that the application is prepared carefully so HQDA selection authorities will be provided the required documents to show a thorough record of the applicant's training, experience, education, and qualifications. A National Guard applicant will prepare the WO application packet according to NGR 600-101. To this end, the references cited below should be consulted for the purposes indicated.

a. *Preliminary procedures.* Potential applicants are advised to take the following actions prior to assembling an application:

(1) Check with administrative support section that supports the Soldier to confirm that the WO MOS in which appointment will be requested is open for procurement. If the WO MOS is not open, an application for appointment will not be submitted.

(2) Review the prerequisites for the particular WO MOS. Failure to meet these criteria is cause for rejecting an application.

(3) Review the WO MOS specifications in DA Pam 611-21 to verify aptitudes, qualifications, and possession of the requisite skills and knowledge. These are general criteria that represent the occupational demands imposed upon the WOs in that WO MOS, not just new appointees. However, the closer an applicant comes to meeting each of the stated criteria, the greater the chance of receiving a favorable recommendation.

(4) While reviewing the references cited in (2) and (3), above, extract pertinent material for use in highlighting personal qualifications in a résumé to be included with the application. The résumé should briefly describe any training, experience, or qualifications that bear upon the WO MOS concerned and any of its stated prerequisites. The résumé negates the need for a chronological listing of civilian experience as required by AR 135-100, paragraph 2-1q.

(5) Finally, review DA Pam 600-3 to assure understanding of commitment to the career pattern outlined for the WO MOS concerned. Either the scope of duty, the rigors of preappointment training, or the additional responsibilities that accompany conversion to officer status should come as a surprise to potential appointees.

(6) Some personnel may be qualified for more than 1 WO MOS. For each MOS requested, follow steps (1) through (5), above. The applicant will be evaluated independently by the HQDA selection board for consideration of each MOS. Applicants may apply for no more than 3 WO MOS at a time.

b. *Application procedures.* The type of application required depends upon the applicant's current status and the procurement program involved. The following is a summary of the application procedure for each:

(1) *Direct appointment from commissioned status.* Applications for direct appointment are governed by AR 135-100. Army commissioned officers may submit memorandum applications. The applicant must be reviewed by the appropriate WO MOS proponent for certification of the award of the MOS as technically and tactically qualified prior to appointment.

(2) *Aviation specialty.* For the aviation specialty (MOS 153A), AR 611-85 and DA Pam 600-8, procedure 4-6, govern applications for WO flight training. The following are special instructions regarding the aviation WO training program:

(a) Applicants who are not on active duty in the military services must apply through U.S. Army recruiting channels for enlistment in the WO flight training program under the provisions of AR 601-210. Interested personnel are encouraged to see the nearest Army recruiter for information and assistance.

(b) Enlisted Soldiers who are on active duty in a military Service must prepare an application as prescribed in this pamphlet and AR 611-85. Interested enlisted Soldiers should see their commander and personnel service center for information and assistance.

### **3-5. Application processing**

The processing steps described below are required to be complete and administratively correct under the provisions of the governing regulations. Care should be exercised in both preparation and review to ensure that applications adhere to all regulatory requirements. National Guard applicants for WO appointment will process their applications according to NGR 600-101. To avoid delay, use the checklists at appendix C. Delay in processing applications has an adverse effect on the procurement program. Therefore, the following time limits are established for processing applications under the provisions of AR 135-100 and, as applicable, for those submitted under AR 611-85 and AR 135-210:

*a. Applicant.* The applicant has primary responsibility for correctly completing the application, including all supporting documents. Administrative support may be obtained through normal command and personnel service center channels, but all such support must rely upon input from the applicant.

*b. Unit and intermediate commanders.* Within 15 duty days of receipt, ensure required letters of recommendation are completed and application is provided to the administrative section for review.

*c. Local administrative support section.* The application should be screened to ensure the applicant has no flagging actions pending. The applicant's record should be screened to ensure no bars to reenlist (HQDA imposed bar through QMP or locally imposed bars) are in effect. Applicants are ineligible to compete for WO selection until the bar to reenlistment has been removed. The application must be accompanied by a recommendation prior to forwarding OCAR, RTD, stating the individual is not under suspension of favorable personnel action or bar to reenlist. The application should be forwarded to OCAR, RTD for processing within 5 working days after receipt by the administrative support section.

*d. Applications for military intelligence.* Personnel applying for appointment in WO MOSs 350B, 350D, 350L, 351B, 351C, 352C, 352D, 352G, 352H, 352J, 352K, and 353A require a current SBI and must be eligible for access to SCI prior to acceptance into the WOCS. A favorable SBI or SSBI is required. Applicants requiring an investigation update must submit a memorandum from the local security officer stating that the required documents have been submitted. Security clearance documents are submitted through normal channels and not as part of the WO application.

*e. Waivers.* Moral waivers are required for all offenses regardless of time frame or disposition if the applicant was arrested, charged, cited, detained, held, or prosecuted, to include traffic violations if the applicant was charged a fine of \$250 or more. For applicants requiring waivers per AR 135–100, paragraphs 1–6, 1–7, and 1–8, applications must include applicable waiver request when forwarded to the OCAR, RTD. The RTD is responsible for forwarding the waiver for approval or disapproval. Waivers must be approved prior to application appearing before the HQDA selection board. Proponents will make recommendations on approval or disapproval of each waiver prior to recruiting teams submitting the waiver to the DA waiver authority.

### **3–6. Selection proceedings**

The HQ, USAREC will convene selection boards to evaluate applicants for the Army Reserve. National Guard applicants should refer to NGR 600–101 for the procedure for the granting and withdrawal of Federal recognition as a WO candidate. When an Army Reserve candidate is selected (without concurrent order to active duty and placement on the ADL), the candidate's application will be forwarded to the WO Entry Branch at HRC. The WO Entry Branch will coordinate with the candidate to determine training dates for WOCS and WOBC. Selectee should report to WOCS with a copy of appointment physical and verification of security clearance. If the applicant is not recommended for entry into the WO program, the application and allied papers will be destroyed 90 days after the board. The applicant may request return of the application. Per AR 135–100, paragraph 2–5, applicants may not reapply earlier than 1 year from the date of the DA Form 61.

### **3–7. Warrant Officer Candidate Program**

*a. Prior to school attendance.* An applicant who is selected as a candidate will retain the WOCS and WOBC training seat unless removal is recommended by the applicant's commander for misconduct, loss of qualification or other disciplinary action, or the individual requests voluntary removal or separates from the Service. Request for removal from candidate training will be submitted through command channels to CDR, HRC (AHRC–OPP–P), 200 Stovall Street, Alexandria, VA 22332–0400 for Regular Army personnel. Army Reserve personnel will submit requests for removal from candidate status to CDR, HRC (AHRC–OPS–E), 1 Reserve Way St. Louis, MO 63132–5200. National Guard candidates will submit request per NGR 600–101.

*b. After beginning Warrant Officer Candidate School.* Candidates who are eliminated from WOCS for academic, misconduct, loss of qualifications, or other disciplinary reasons must wait 1 year from date of elimination before being eligible to reapply. Candidates who are eliminated from WOCS for medical, compassionate, or hardship reasons may apply for reinstatement after the problem has been resolved, if the application is received within 2 years the WOCS elimination. Applications for reinstatement will be submitted through command channels to CDR, HRC (AHRC–OPS–W), 1 Reserve Way, St. Louis, MO 63132–5200.

### **3–8. Failure to complete certification training**

*a.* Warrant officers failing to complete the appropriate branch WOBC because of academic, misconduct, loss of qualifications, or other disciplinary reasons may be processed immediately for discharge under AR 135–175, chapter 2, or AR 600–8–24, chapter 2, as appropriate.

*b.* Reserve Component WOs not on extended active duty must complete the appropriate branch WOBC within 2 years of appointment. An extension of 1 year may be granted in exceptional circumstances beyond the control of the individual. A failure to complete WOBC within the time prescribed may result in discharge under AR 135–175, chapter 2.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

##### **AR 40-501**

Standards of Medical Fitness (Cited in para 1-5g(2).)

##### **AR 135-100**

Appointment of Commissioned and Warrant Officers of the Army (Cited in paras 1-4a, 1-4h, 2-3a, 2-4a(4), 2-4b(1), 2-5, 2-5f, 2-6c, 3-3a, 3-4a(4), 3-4b(1), 3-5, 3-5e, 3-6.)

##### **AR 135-101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Cited in para C-2l.)

##### **AR 135-175**

Separation of Officers (Cited in paras 3-8a, 3-8b.)

##### **AR 135-210**

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization (Cited in paras 2-4b(3), 2-5, 3-5.)

##### **AR 135-215**

Officer Periods of Service on Active Duty (Cited in para 2-1e(3).)

##### **AR 600-8-24**

Officer Transfers and Discharges (Cited in paras 2-1e(1), 2-8, 3-8a, B-3b.)

##### **AR 600-9**

The Army Weight Control Program (Cited in paras 1-4f, 2-3a(5), 3-3a(5).)

##### **AR 601-210**

Active Army and Army Reserve Enlistment Program (Cited in paras 2-4b(2)(a), 3-4b(2)(a).)

##### **AR 611-85**

Aviation Warrant Officer Training (Cited in paras 2-4b(2), 2-4b(2)(b), 2-5, 3-4b(2)(b), 3-5.)

##### **DA Pam 351-4**

U.S. Army Formal Schools Catalog (Cited in para 1-5c.)

##### **DA Pam 600-3**

Commissioned Officer Professional Development and Career Management (Cited in paras 2-4a(5), 3-4a(5).)

##### **DA Pam 600-8**

Management and Administrative Procedures (Cited in paras 2-4b(2), 3-4b(2).)

##### **DA Pam 611-21**

Military Occupational Classification and Structure (Cited in paras 2-4a(3), 3-4a(3).)

##### **NGR 600-101**

Warrant Officers — Federal Recognition and Related Personnel Actions (Cited in paras 1-1, 1-4b, 3-1b, 3-1d(2), 3-4, 3-5, 3-6, 3-7a.) (Available at <http://www.ngbpdc.ngb.army.mil/ARNGFILES.ASP>.)

#### **Section II**

##### **Related Publications**

This section contains no entries.

### **Section III**

#### **Prescribed Forms**

This section contains no entries.

### **Section IV**

#### **Referenced Forms**

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the APD Web site ([www.apd.army.mil](http://www.apd.army.mil)); DD Forms are available from the OSD Web site (<http://www.dtic.mil/whs/directives/infomgt/formsprogram.htm>).

#### **DA Form 61**

Application for Appointment

#### **DA Form 160-R**

Application for Active Duty

#### **DA Form 3574**

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101 as applicable (Individuals Without Prior Service)

#### **DA Form 3575**

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101 as applicable (Individuals Without a Statutory Service Obligation)

#### **DA Form 4989-R**

Warrant Officer Flight Training Application

#### **DA Form 6256**

Alternate Flight Aptitude Selection Test (AFAST) Battery Scoring Worksheet

#### **DD Form 368**

Request for Conditional Release

#### **DD Form 2807-1**

Report of Medical History

#### **DD Form 2808**

Report of Medical Examination

## **Appendix B**

### **Procedures for Order to Active Duty on the Active Duty List**

#### **B-1. General**

This appendix outlines the policies and procedures that provide for all Reserve Army WOs to enter active duty for placement on the ADL. For all WO MOSs that are open for procurement, applications will be accepted from eligible personnel who meet the criteria specified in paragraphs B-2 through B-4, below, and AR 135-210.

#### **B-2. Eligible personnel**

*a. Warrant officers.* National Guard and USAR WOs who are not on extended active duty may apply as described in paragraph B-5, below.

*b. Commissioned officers on active duty.* Commissioned Army officers of the Regular Army, National Guard, and Army Reserve who are currently on extended active duty may apply as described in paragraph B-5, below.

*c. Retired warrant officers.* Retired WOs who are qualified in critical shortage specialty as announced by HQDA.

#### **B-3. Ineligible personnel**

The following officers are not eligible for order to active duty as Army WOs:

*a.* Those who were released from active duty under the provisions of section XI (maximum age), section XII (maximum service), or section XX (failure of reserve promotion), of AR 600-8-24, chapter 2.

b. Those who were released from active duty as the consequence of any board action, except that those released under the provisions of AR 600–8–24, paragraph 2–31, for quantitative reasons remain eligible and may apply if otherwise qualified.

c. Those who are receiving retired pay for service with any of the United States Armed Services except retired WOs who are qualified in a critical shortage specialty as announced by HQDA per paragraph B–2c, above.

d. Those who were separated from the Service as a result of non-selection for Regular Army promotion.

e. Those applicants to whom AR 135–210, paragraph 1–6, applies.

f. Those who are unable to complete 20 years active Federal Service by age 62.

g. Those who applied previously and were not selected, except that previous applicants may reapply if at least 1 year has lapsed from the date of last application as indicated by the date on the DA Form 61.

h. Those who have been considered, but failed to be selected for promotion, except as indicated in AR 135–210, paragraph 2–3b(1)(a).

i. Individuals who have attended and been eliminated from any undergraduate U.S. Military flight training program (except for medical reasons) are not eligible to apply.

j. Waivers for the above listed disqualification are not authorized nor will exceptions be granted.

#### **B–4. Application procedures for warrant officers**

The basic application is DA Form 160–R. It will be submitted through channels prescribed by AR 135–210 to CDR, HRC (AHRC–OPD–R), 9700 Page Avenue, St Louis, MO 63132–5200. Item 13 of DA Form 160–R will include the applicant's troop unit or control group assignment, unit address, and both home and duty telephone numbers. Application will be accompanied by the documents listed in paragraph B–6, below.

#### **B–5. Application procedures for commissioned officers on active duty**

The application will be submitted through CDR, HRC, (Career Branch), to CDR, HRC (AHRC–OPP–P), 200 Stovall Street, Alexandria, VA 22332–0400, and a clearly marked "Information Copy" will be furnished to the appropriate commanders in the applicant's normal command channels. The application will be accompanied by all documents listed in paragraph B–6, below, to arrive at HQDA in duplicate.

#### **B–6. Submission of allied papers with applications**

The documents listed below will accompany applications when so noted in paragraph B–5, above.

a. *DA Form 160–R.* Item 13 of this form will include the applicant's troop unit or control group assignment, unit address, and both home and duty telephone numbers.

b. *Recent photo.* A photo taken within 90 days of date of application, full-length (4 x 10), or the new digital photograph.

c. *Separation, severance, or readjustment pay.* Such payments are subject to refund in whole or in part if the member subsequently becomes eligible for retired pay. Applications by such persons can be accepted provided they include a statement reflecting such understanding.

d. *Statement of understanding.* The following statements of understanding will be included, as appropriate, either as separate documents or as entries in item 13 (Remarks) of the DA Form 160–R as follows:

(1) "If my application for active duty as a warrant officer is approved, I understand that my reserve commission will be vacated according to AR 135–175, chapter 5, the day prior to my appointment as a reserve warrant officer."

(2) "I understand this period of active duty will be for a period of 6 years in an OBV status and future active duty will be governed by the provisions of AR 135–215 (Voluntary Indefinite) or AR 601–100 (Regular Army)."

(3) "I understand that, if this application is approved, I will be obligated to reimburse the Government as prescribed in DODPM, paragraph 40412, for the readjustment pay previously disbursed to me."

(4) "I understand that, if this application is approved, and I am mobilized or deployed that my attendance to WOCS and WOBC may be delayed until I am demobilized or redeployed."

e. *Medical examination.* DD Form 2808 (Report of Medical Examination) and DD Form 2807–1 (Report of Medical History) completed according to AR 40–501 for recall/order to active duty. The physical must be less than 6 months at the time of submission of the application.

f. *Conditional release.* DD Form 368 (Request for Conditional Release) must be submitted if applying from another Service or if applying for concurrent active duty to be placed on the ADL.

#### **B–7. Supplementary Instructions**

Final action on each application is subject to the conditions described in paragraph 2–5 of this pamphlet. Individuals must not make any irrevocable commitments in anticipation that their applications will be approved. Until the



individual has been notified specifically of a date for appointment and entry on active duty and the implementing request for orders (RFO) has been issued, any personal commitment may be premature.

## **Appendix C**

### **Checklist of Forms for Warrant Officer Applications**

This appendix provides guidance on which forms are required for individuals applying for WO appointment.

#### **C-1. Enlisted personnel of the active components of the Armed Services warrant officer application checklist**

- a.* Current unit commander's recommendation.
- b.* Current battalion commander's recommendation.
- c.* DA Form 61 (current APFT and height/weight statement entered in item 41; and if required, the Body Fat Worksheet). (Must be typed.)
- d.* Security clearance verification.
- e.* DA Form 160-R. (Must be typed.)
- f.* Official photo (4 X 10 or new digitized photo.)
- g.* Request for waiver, if required.
- h.* Résumé.
- i.* Copies of all college transcripts must be submitted with the application. When recording college credit in item 21 of DA Form 61, care should be taken to accurately reflect the credit earned with each institution without recording credit for the same military experience on more than 1 entry.
- j.* A letter from a senior WO in the field you are applying is required for Aviation and encouraged for all other fields. Other letters submitted will not be screened by the selection board.
- k.* Appointment physical examination. (AR 40-501, chapter 2)
- l.* Statement of Understanding for Appointment as a Warrant Officer.
- m.* DD Form 368.
- n.* Other documents as required in appendix B.

#### **C-2. Enlisted personnel of the Reserve Components of the Armed Services (for ARNGUS applications, see NGR 600-101)**

- a.* Current unit commander's recommendation or first line supervisor (officer) if next endorser is a general officer.
- b.* Current battalion commander's recommendation or headquarters commander/commandant if higher commander is a general officer.
- c.* DA Form 61 (current APFT and height/weight statement entered in item 41 and, if required, Body Fat Worksheet). (Must be typed.)
- d.* Security clearance verification.
- e.* Official photo.
- f.* Request for waiver, if required.
- g.* Résumé.
- h.* Transcripts from all completed college courses.
- i.* Training certificates (leadership and MOS related.)
- j.* A copy of all NCOERs for at least the past 5 years.
- k.* DA Form 3575 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101 as applicable (Individuals Without A Statutory Service Obligation)).
- l.* DA Form 3574 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101 as applicable (Individuals Without Prior Service)).
- m.* Copy of appointment physical.
- n.* Statement of Understanding for Appointment as a Warrant Officer.
- o.* DD Form 368 if applying for concurrent active duty on the ADL.

#### **C-3. Aviation warrant officer application checklist**

- a.* Current unit commander's recommendation.
- b.* Current battalion commander's recommendation.
- c.* Aviator interview.
- d.* DA Form 61 (current APFT and height/weight statement in item 41). (Must be typed.)

- e.* DA Form 4989-R. (Must be typed.)
- f.* DA Form 6256 (Alternate Flight Aptitude Selection Test (AFAST) Battery Scoring Worksheet).
- g.* Security clearance verification.
- h.* DA Form 160-R (For concurrent order to active duty). (Must be typed.)
- i.* Official photo.
- j.* Request for waiver, if required.
- k.* Résumé.
- l.* Transcripts from all completed college courses.
- m.* Class I Flight Physical approved by the Commander, U.S. Army Aeromedical Center (HSXY-AER), Fort Rucker, AL 36362-5333.
- n.* Statement of Understanding for Appointment as a Warrant Officer.

**C-4. Additional information**

- a.* Flight aviator applicants must not have reached 32 years of age at time of board selection.
- b.* Army physical fitness test. Active duty personnel including AGR, within past 6 months; Reserve Component within past 12 months.
- c.* Army Reserve TPU personnel will submit a specific unit vacancy letter from the unit commander.
- d.* National Guard applications must be sent through the State Adjutants General to the Chief, National Guard Bureau (NGB-ARP-CO).
- e.* A completed secret clearance is required prior to attendance at WOCS.
- f.* United States Air Force, United States Navy, United States Marine Corps, and United States Coast Guard applicants will include an approved Request for Conditional Release, DD Form 368.
- g.* Assemble applications in the order as shown above. Provide original and 1 copy to address shown in paragraph C-3m.
- h.* Regular Army applications must go through their servicing administrative support section.
- i.* All applicants must meet the height and weight standards per AR 600-9. If the body fat percentage is used to meet the standard, a copy of the body fat work sheet will accompany the application.

## **Glossary**

### **Section I Abbreviations**

**ADL**

active duty list

**AGR**

Active Guard and Reserve

**AMEDD**

Army Medical Department

**APFT**

Army Physical Fitness Test

**AR**

Army Regulation

**ARNGUS**

Army National Guard of the United States

**CDR**

Commander

**DA**

Department of the Army

**DCS**

Deputy Chief of Staff

**FQ-NS**

fully qualified, not selected

**GED**

general education development

**GTAA**

general technical aptitude area

**HQ**

Headquarters

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Army Human Resources Command

**IMA**

individual mobilization augmentee

**IRR**

Individual Ready Reserve

**MOS**

military occupational specialty

**NGR**

National Guard Regulation

**NS–NC**

not selected, not competitive

**OBV**

obligated volunteer

**OCAR**

Office of the Chief, Army Reserve

**OPMD**

Officer Personnel Management Directorate

**OTJAG**

Office of The Judge Advocate General

**OTSG**

Office of The Surgeon General

**QMP**

Qualitative Management Program

**RFO**

request for orders

**RTD**

Retention and Transition Division

**S–Q**

selected, qualified

**SBI**

special background investigation

**SCI**

sensitive compartmentalize information

**SSBI**

single scope background investigation

**TPU**

troop program unit

**TSG**

The Surgeon General

**USAREC**

U.S. Army Recruiting Command

**WO**

warrant officer

**WOES**

Warrant Officer Education System

**WOBC**

Warrant Officer Basic Course

**WOCS**

Warrant Officer Candidate School

## **Section II**

### **Terms**

This section contains no entries.

## **Section III**

### **Special Abbreviations and Terms**

This section contains no entries.

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